

## **Enrika Trades and Services Private Limited**

*(JV Gokal Group Company)*

**CIN : U29248MH2008PTC183380**

### **Job Description – Company Secretary**

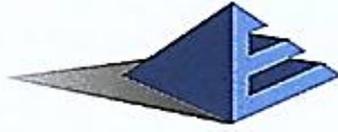
'Enrika Trades & Services Pvt. Ltd.' is a part of 50-year-old "JV Gokal Group of Companies" which has its global presence in Russia, Kazakhstan and CIS, U.A.E., Singapore, Hong Kong, and South African Countries. We are seeking an enthusiastic, passionate Company Secretary in our Mumbai office. A detail-oriented and dynamic hands-on 'Company Secretary' with experience working in legal and statutory requirements.

### **What you'll do**

- Guiding the chairman and board on their responsibilities under the rules and regulations to which they are subject and on how those responsibilities should be discharged.
- Supporting the chairman in ensuring the board functions efficiently and effectively.
- Ensuring good information flows within the board and its committees and between senior management and non-executive directors, as well as facilitating induction and assisting with professional development as required.
- Developing and overseeing the systems that ensure that the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Monitoring changes in relevant legislation and the regulatory environment and taking action accordingly.
- Organizing and preparing agendas and papers for board meetings, committees and annual general meetings (AGMs)
- Responsible to maintain minutes and records for all the Board Meetings, AGM, EGM, all Committee meetings as per the current guidelines and rules laid down in the Companies Act and other applicable statutes
- Responsible for maintenance of all records as per the Secretarial Standards laid down by ICSI
- Overseeing policies, making sure they are kept up to date and referred to the appropriate committee for approval;
- Contributing to meeting discussions as and when required, and advising members of the legal, governance, accounting and tax implications of proposed policies;
- Liaisoning with external regulators and advisers, such as tax authorities, ROC etc.
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.

### **What you'll need**

- Qualified Company Secretary with 3+ years' experience
- Person should have proficient knowledge of MS Excel & Tally ERP 9; MS Word and Power Point
- Exceptional written and verbal communication skills, including ability to articulate recommendations in a concise and timely manner



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CTC – 5-6 Lacs;

Location – Nariman Point, South Mumbai;

Interested candidates, send your resume on [careers@enrika.in](mailto:careers@enrika.in)